

LIVE SCAN SERVICE REQUEST (Applicant)

Form 442-39A (Rev. 4/2005)

Attention:**Live Scan Service Providers, Resident and Nonresident License Applicants, and 1033 Consent Waiver (18 U.S.C. §1033) Applicants**

- ▶ The California Department of Justice (DOJ) and Federal Bureau of Investigation's (FBI) processing fees are to be paid by the license applicant. Be prepared to pay the fees at the time your fingerprints are taken at the license scan service provider site.
- ▶ The applicant is to make two copies of this form and distribute as follows:
 - 1) **FIRST COPY (ORIGINAL)** to the Live Scan Provider;
 - 2) **SECOND COPY** to the Applicant.
- ▶ If the applicant completes a **1033 Consent Waiver (18 U.S.C. §1033)**, that applicant is to make a **THIRD COPY** of this form and send it to the California Department of Insurance.

PART 1		APPLICANT'S PERSONAL INFORMATION		
<i>Please type or print clearly the information below</i>				
APPLICANT NAME (LAST, FIRST, and MIDDLE)				
FORMER NAME/AKA's (LAST, FIRST)				
DATE OF BIRTH (MM/DD/YYYY)	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		HEIGHT	WEIGHT
EYE COLOR	HAIR COLOR		PLACE OF BIRTH	
SOCIAL SECURITY NUMBER	DRIVER'S LICENSE NUMBER			
RESIDENCE ADDRESS (STREET/P.O. BOX, CITY, STATE, ZIP CODE)				

DEPARTMENT AND LIVE SCAN VENDER ONLY

PART 2		To be completed by CONTRIBUTING AGENCY		
AGENCY ORI NUMBER A0042		AGENCY ADDRESS California Department of Insurance 320 Capitol Mall, Sacramento, Ca 95814		
APPLICATION TYPE (e.g. type of search) 90,000		OCA NUMBER: 1,000		
LEVEL OF SERVICE: California Department of Justice and Federal Bureau of Investigation				
PART 3		To be completed by LIVE SCAN TRANSACTION		
OPERATOR NAME		DATE COMPLETED	TRANSMITTING AGENCY	
AMOUNT COLLECTED (FOR ROLLING FEE)		AMOUNT COLLECTED (FOR DOJ/FBI PROCESSING)	ATI NUMBER	
PART 4		To be completed by LIVE SCAN for FINGERPRINT RESUBMISSION		
ORIGINAL ATI NUMBER		LEVEL OF SERVICE REQUESTED FOR SUBMISSION <input type="checkbox"/> California Department of Justice <input type="checkbox"/> Federal Bureau of Investigation		

RESIDENT PRODUCER LICENSING APPLICANT INSTRUCTIONS

STEP 1: Completion of Live Scan Form: The following information must be entered in Part 1 of the form by the applicant: *Your printed name and former names (if any); Date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), driver's license number, and residence address.* The contributing agency will complete Part 2. The live scan vendor will complete Part 3 and, if necessary, Part 4 of this form.

STEP 2: Producer Fingerprint Requirement: One set of classifiable electronic fingerprints is required for every California Department of Insurance (CDI) applicant unless the applicant is currently licensed or held a CDI license which expired during the last 12 months.

STEP 3: Fingerprint Services: Contact Identix Identification Services (IIS) for an appointment. IIS provides live scan fingerprint services at 24 locations throughout California. You may call 1-800-315-4507 Monday through Friday from 8:00 a.m. to 5:00 p.m. (Pacific Standard Time) to schedule an appointment.

STEP 4: Fees: The following fees must be paid by the applicant:

Processing and Service Fee: The cost of the Identix Identification Services (IIS) live scan service is \$76. The \$76 processing fee covers the following services: Federal Bureau of Investigation fingerprint check is \$24, State of California Department of Justice fingerprint check is \$32, and IIS fee \$20.

STEP 5: Submission of Fingerprint Form: Please take this form to the live scan provider for processing.

NON-RESIDENT PRODUCER LICENSING APPLICANT INSTRUCTIONS

STEP 1: Completion of Live Scan Form: The following information must be entered in Part 1 of the form by the applicant: *Your printed name and former names (if any); Date of birth, gender, height, weight, eye color, hair color, place of birth, social security number (SSN), driver's license number, and residence address.* The contributing agency will complete Part 2 of this form. The electronic fingerprint service provider will complete Part 3 and, if necessary, Part 4 of this form.

STEP 2: Mail Fingerprint Card, Live Scan Form & Fees Directly to Identix Identification Services (IIS): Keep a copy of the Live Scan form your records. Mail original copy of the completed Live Scan form along with your fingerprint card submission and check for \$76 made payable to IIS to the following address:

Identix Identification Services
Attn: Licensing Live Scan
1650 Wabash Ave. Suite D
Springfield, IL 62704

STEP 3: Fees: The following fees must be paid by the non-resident applicant:

Processing Fee: The cost of the Identix Identification Services (IIS) live scan service is \$76. The \$76 processing fee covers the following services: Federal Bureau of Investigation fingerprint check is \$24, State of California Department of Justice fingerprint check is \$32, and IIS fee \$20.

Service Fee: A separate fee will be charged for the service of taking the fingerprint impressions by a fingerprint vendor or live scan fingerprints by the live scan provider. That fee may vary depending on the fingerprint vendor or live scan provider you choose.

1033 CONSENT WAIVER (18 U.S.C. §1033) APPLICANTS

STEP 1: Completion of Live Scan Form: Follow same instructions as indicated above for resident license applicants.

STEP 2: Fingerprint Services: Follow same instructions as indicated above for resident license applicants.

STEP 3: Submission of Fingerprint: Follow same instructions as indicated above resident license applicants, however, a **third copy** of the Live Scan Form must be mailed to the California Department of Insurance, Licensing Background Bureau, 300 Capitol Mall, Suite 1600, Sacramento, CA 95814. The **second copy** is to be maintained by the applicant for your records.

STEP 4: Fees: Follow same instructions as indicated above for resident license applicants.